

AFFORDABLE RENTAL OPPORTUNITY

32 Lisa Lane, Georgetown, MA

PROJECT DESCRIPTION

Town of Georgetown Affordable Housing Trust (AHT) is providing this affordable rental opportunity under the State's Local Action Units program (LAU). LAU's reflect a program component that gives communities the opportunity to include housing units on the state's Subsidized Housing Inventory (SHI) that were allowed without a Comprehensive Permit but which meet LIP criteria.

The Town approved the 22 lot subdivision, which includes the construction of one new affordable home ownership unit and the existing structure at 32 Lisa Lane to be renovated and sold the AHT to be rented to an affordable tenant. The home includes 3-bedrooms, 2.5 baths, 2-car garage under with approximately 2,544 square feet of living area. The home will be rented to a qualifying applicant with income at or below 80% of the area median income as a Local Action Unit under the Department of Housing and Community Development (DHCD) Local Initiative Program. **The rental amount \$1,384.50/mo. not including utilities.**

The Town will be sponsoring an application process and lottery to rank the eligible applicants for the program. L.A. Associates, Inc., as Lottery Agent, will manage the outreach and marketing and will conduct the lottery. The application and lottery process, as well as the eligibility requirements, are described in this plan.

Marketing and resident selection shall be in accordance with and adhere to all state fair housing laws. The developer and its representatives do not discriminate based on race, color, disability, religion, sex, familial status, sexual orientation, national origin, genetic information, ancestry, children, marital status, or public assistance reciprocity. Persons with disabilities are entitled to request a reasonable accommodation of rules, policies, practices, or services, or to request a reasonable modification of the housing, when such accommodations or modifications are necessary to afford the persons with disabilities equal opportunity to use and enjoy the housing.

32 LISA LN., GEORGETOWN – LOTTERY PACKAGE

Applications will be available from, and must be returned to, the Lottery Agent: Kristen Costa, L.A. Associates, Inc., 11 Middlesex Ave., Suite 5, Wilmington, MA 01887 (978) 758-0197. Applications will also be available at the Georgetown Town Hall and Georgetown Peabody Library, having evening hours and ADA access.

An information session will be held on **August 25, 2016**, to answer questions about the eligibility requirements, preferences for selections, and the lottery process. It will be held in a public place **Georgetown Town Hall** having evening hours and ADA access, at **1 Library Street. at 7:00 pm. *It is not mandatory, but recommended that interested applicants attend.*** The application deadline is **9/19/16**. Applicants will be notified in writing that their application has been received and they are eligible for the lottery. Eligible applicants will be assigned a registration number, which will be placed in the lottery.

INCOME ELIGIBILITY REQUIREMENT

Income:

Calculation of income will include the higher of actual income from assets (if > \$5,000) or an imputation of 2% of the value of total household assets added to the household income. Assets include checking and savings accounts, investment accounts, CD's, retirement accounts, etc.

Financial documentation is required to participate in the lottery. A list of these documents is included in the application.

The combined annual income for all income sources, including income from assets, of all income-earning members in the household must be at or below 80% of the area median income, as defined by HUD, for the local area. 2016 Income Guidelines released by HUD, which becomes the maximum allowable income, is as follows:

- One-person household: \$46,000
- Two-person household: \$52,600
- Three-person household: \$59,150
- Four-person household: \$65,700
- Five-person household: \$71,000
- Six-person household: \$76,250

Screening:

Applicants will be subject to a screening by the project owner, including credit check. The affordable unit must be your principal, full-time residence; applicants may not own another home and may not own a home in trust.

Recertification:

Tenants will be recertified annually for eligibility. If your household exceeds 140% of the maximum allowable income adjusted for household size, then at the end of the lease, you will have the option of staying in your unit and paying market rent or not renewing your lease.

The Lottery Agent, Kristen Costa with L.A. Associates, Inc., will handle the annual recertification. Having the required successful prior experience in each component of the AFHMP, and the capacity to address matters related to limited English language proficiency, Kristen is deemed qualified by the state as an affordable housing consultant.

LOTTERY PROCESS

The lottery will be held on **September 22, 2016 at 7:00 pm** at **Georgetown Town Hall** having evening hours and ADA access, at **1 Library St., Georgetown, MA 01833**.

Lottery Process:

1. All applications submitted prior to the application deadline will be reviewed for completeness and processed to confirm eligibility. Qualified households will be included in the lottery.
2. Eligible applicants will be notified in writing of their inclusion in the lottery. They will be assigned a lottery registration number, and given any further information.
3. The objective of these State subsidy programs is to provide housing to appropriate sized families, and to that end, there will be a preference given in the lottery to households that need all of the bedrooms, in this case **3** bedrooms.
4. Applicants do not need to attend the lottery to be eligible to rent an affordable unit. All applicants will be notified in writing of the outcome of the lottery. Lottery winners will be notified immediately following the lottery and will receive clear instructions regarding the Lease Agreement and terms of occupancy.
5. The top ranking applicants will be offered to lease a unit. All applicants are subject to official income verification by the lottery agent and credit screening by the project owner.
6. A list of the remaining applicants will be maintained should a unit become available.
7. Applicants that have an opportunity to lease a unit are expected to occupy in a reasonable timeframe.

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RENTAL APPLICATION

AFFORDABLE HOUSING APPLICATION

Application Deadline: _____

Applicant Legal Name _____ Phone Number _____ E-mail _____

Address _____ City _____ State/Zip _____

I learned of this lottery from (check all that applies):

Website: _____ Letter: _____

Advertisement: _____ Other: _____

This application is not complete if not filled out completely, signed and submitted with ONE COPY of the following documentation. Failure to provide a complete application package can delay the approval process and your ability to participate in the lottery.

REQUIRED INCOME VERIFICATION DOCUMENTS:

_____ Last 3 year's Federal tax returns (NO STATE RETURNS), including 1099's, W-2's and schedules, for every person living in the household over the age of 18

_____ 5 most current, consecutive pay stubs, for all salaried employed household members over 18. Six months of income for hourly and seasonal workers. For unemployment, disability or worker's compensation and/or severance pay, copies of checks or DOR verification stating benefits received.

_____ Child support and alimony: legal court document indicating payment amount.

_____ Self-employed: provide a detailed expense and income statement for the 5 months prior to the lottery, and 3 copies of business checking and savings accounts.

_____ Recent statements received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, etc.

_____ Asset statements showing current value including all bank accounts, investment accounts, retirement accounts, cash value of whole life policies, etc.

_____ Interest, dividends and other income from real or personal property.

_____ Unborn children may be counted as household members with proof of pregnancy.

_____ School registration for any full time student for any household member over 18.

_____ If in the process of a divorce or separation, provide legal proof that the process has begun or been finalized.

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HOUSEHOLD INFORMATION: List all members of your household including yourself

List all members of your household including yourself. Number of Bedrooms Needed: _____

Names of all Persons to Reside in Dwelling (First Name, Middle Initial, Last Name)		Relation to Head	Age	Date of Birth	Minority Category * (Optional)
1					
2					
3					
4					

*Minority preference categories include only Native American or Alaskan Native, Black or African American, Asian, Native Hawaiian or Pacific Islander; or other (non-White); and the ethnic classification Hispanic or Latino. Requires a separate self-declaration document.

Do you have a Section 8 voucher? _____ Yes _____ No

Do you require a handicapped accessible unit? _____ Yes _____ No

INCOME: List all income of all members over the age of 18 listed on application to reside in the unit, such as wages, child support, Social Security benefits, all types of pensions, employment, Unemployment Compensation, Workman's Compensation, alimony, disability or death benefits and any other form of income; including rental income from property. Adults with no income are required to submit a notarized statement. If additional space is needed, please attach another sheet.

#	Source of Income	Address/Phone# of Source	Amount per Year
1			
2			
3			
4			
5			
TOTAL			

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ASSETS: List all checking, savings accounts, CD's, stocks, bonds, retirement accounts, savings bonds and any other investments below. If additional space is needed, please attach another sheet. Household assets do not include necessary personal property.

#	Type of Asset	Bank/Credit Union Name	Account No	Value, Balance
1	Checking account			
2	Savings account			
3	Retirement account			
4	Other: _____			
5	Other: _____			
6	Other: _____			
		TOTAL		

EMPLOYMENT STATUS

Applicant's Name: _____

Occupation: _____

Present Employer: _____

Employer Address: _____

Name & Title of Supervisor: _____

Date of Hire: _____ Annual Gross Salary: _____

Co-Applicant's Name: _____

Occupation: _____

Present Employer: _____

Employer Address: _____

Name & Title of Supervisor: _____

Date of Hire: _____ Annual Gross Salary: _____

APPLICANT(S) CERTIFICATION

1. I/We certify that our household size is _____ persons, as documented herein.
2. I/We certify that our total household income equals \$_____, as documented herein.
3. I/We certify that the information in this application and in support of this application is true and correct to the best of my/our knowledge and belief under full penalty of perjury. I/We understand that false or incomplete information may result in disqualification from further consideration.
4. I/We certify that no member of our family has a financial interest in the project.
5. I/we understand that being selected in the lottery does not guarantee that I/we will be able to lease a unit. I/we understand that all application data will be verified and additional financial information may be required, verified and reviewed prior to leasing a unit. I/We also understand that the project's owner will perform its own screening to determine eligibility.
6. I/We authorize L.A. Associates, Inc. to verify all financial and household information and direct any employer, landlord or financial institution to release any information to L.A. Associates and the project owner to determine eligibility.
7. I/We understand that there may be differences between the market and affordable unit and accept those differences.
8. I/We understand that if my/our total income exceeds 140% of the maximum allowable income and at the time of annual eligibility determination, at the end of my current lease term I will no longer be eligible for the affordable rent.

I/We have completed an application and have reviewed and understand the process that will be utilized to distribute the available units. I/We am/are qualified based on the program guidelines and agree to comply with applicable regulations.

Applicant Signature

Date

Co-Applicant Signature

Date

THIS IS APPLICATION IS ONLY FOR THIS SPECIFIC DEVELOPMENT.